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PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.

: Number 145 July 26, 1948

: PMA PROCEDURE TRANSMITTAL

NEW RELEASE

Reserve

410.2  
7-21-48  
(Supersedes  
Administrative  
Services Divi-  
sion Internal  
Instruction  
AS 410.1)

PROCUREMENT OF ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES BY WASHINGTON AND AREA ADMINISTRATIVE SERVICES DIVISION AND NAMED CCC FIELD OFFICES: Establishes authorities and procedures for procurement, by Administrative Services (AS) Divisions and named CCC Field Offices, of supplies, equipment and miscellaneous services required by PMA offices; brings up to date the distribution of copies of requisitions and purchase orders. (This Manual Instruction incorporates the provisions still in effect of Administrative Services Division Internal Instruction AS-410.1. AS Division personnel, or others who have a copy for informational purposes, are instructed to destroy the Instruction AS 410.1. (Distributed separately to A-05, 06, 07, 09, 25, AA-03, B-05.

REVISIONS AND CHANGES

225.1  
7-16-48

OBLIGATION PROCEDURE FOR ADMINISTRATIVE EXPENSES: This procedure prescribes the method of obligating all funds during the fiscal year 1949 available to PMA for administrative expenses for all branches and offices except PMA State Offices. This Instruction supersedes 225.1 dated 11-21-46, which should be removed from the Manual. The principal change made in this procedure provides for all object classes to be recorded as obligations from schedules of estimated obligations for the fiscal year, whereas prior procedures provide for some object classes to be obligated from estimated obligation schedules and other object classes to be obligated on an individual document basis. Distribution: A, B.

421.1  
6-8-48

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON: Remove page 5 dated 6-8-48 from the Manual and insert the attached revised page 5 dated 7-21-48. The revision changes the distribution of copies of purchase orders covering deliveries to South Building and West Administration Building. This change simplifies procedure and reduces time in getting receipt copies to the Fiscal Branch. Also, on page 4, in par. IV C, delete "either" in line 2 and the balance of the sentence after "sequence" in lines 3 and 4. Distribution: A-Washington Only; B-Washington Only.

DISTRIBUTION: A, B

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OBSOLETE

Instructions under the 110 series have, for the most part, been replaced by organization charts. Because of this duplication of functional material, the following listed Instructions should be removed from the Manual:

- 111.5            FUNCTIONAL ORGANIZATION OF THE BM BRANCH - WASHINGTON and  
3-18-46        EXHIBIT A. Distribution: A, B-(Washington Only).
- 111.10          FUNCTIONAL ORGANIZATION OF MARKETING FACILITIES BRANCH - WASH-  
2-18-46        INGTON and EXHIBIT A. Distribution: A, B-(Washington and  
                 B-34 Field).
- 111.11          FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH - WASHINGTON  
2-18-46        and EXHIBIT A. Distribution: A, B-(Washington and B-22 Field).
- 111.12          FUNCTIONAL ORGANIZATION OF THE LIVESTOCK BRANCH - WASHINGTON  
2-18-46        and EXHIBIT A. Distribution: A, B-(Washington and B-22 Field).
- 111.13          FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH - WASHINGTON and  
4-8-46        EXHIBIT A. Distribution: A, B-(Washington and B-27 Field).
- 111.14          FUNCTIONAL ORGANIZATION OF INFORMATION BRANCH - WASHINGTON and  
5-1-46        EXHIBIT A. Distribution: A, B-(Washington Only).
- 111.15          FUNCTIONAL ORGANIZATION OF THE DAIRY BRANCH - WASHINGTON and  
4-30-46        EXHIBIT A. Distribution: A, B-(Washington and B-12, 27  
                 Field).
- 111.19          FUNCTIONAL ORGANIZATION OF THE FOOD DISTRIBUTION PROGRAMS  
6-4-46        BRANCH and EXHIBIT A. Distribution: A, B-(Washington Only).
- 111.20          FUNCTIONAL ORGANIZATION OF THE GRAIN BRANCH - WASHINGTON.  
7-19-46        Distribution: A, B-(Washington and B-19 Field).
- 111.21          FUNCTIONAL ORGANIZATION OF THE FISCAL BRANCH - WASHINGTON  
8-28-46        and EXHIBIT A. Distribution: A, B-(Washington and B-05,  
                 26 Field).
- 112.1           FUNCTIONAL ORGANIZATION OF THE BUDGET AND MANAGEMENT BRANCH  
12-18-45       AREA OFFICE. Distribution: A, B-(Field Only).
- 112.6           FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE - AREA OFFICES  
5-1-46        and EXHIBIT A. Distribution: A, B.
- 114.2           FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH - FIELD and  
2-18-46        EXHIBIT A. Distribution: A, B-(Washington and B-34 Field).

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OBSOLETE (Cont'd.)

- 114.3      FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH - FIELD. Dis-  
4-8-46      tribution: A, B-(Washington and B-27 Field).
- 114.6      FUNCTIONAL ORGANIZATION FISCAL BRANCH - FIELD and EXHIBIT A.  
8-7-46      Distribution: A, B.
- 114.7      FUNCTIONAL ORGANIZATION OF THE NEW YORK AREA OFFICE FOR  
8-12-46      MARKETING - FIELD SERVICE BRANCH. Distribution: A, B-  
            (Washington and B-05, 26 Field).

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EMPLOYEE SUGGESTIONS MAY QUALIFY FOR  
CASH AWARDS FROM \$10 TO \$1000.

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